

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
AUTOMATIC LICENSE
PLATE READERS**



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POLICY STATEMENT

Automatic License Plate Reading (ALPR) technology utilizes specialized cameras and computers to quickly capture large numbers of photographs of license plates, convert them to text and compare them quickly to a large list of plates of interest. The procedures of this policy govern all department personnel utilizing License Plate Readers.

I. Automatic License Plate Readers (ALPR)

- A. The use of Automatic License Plate Readers (ALPR) is intended to provide officers with an automated method of identifying vehicles and license plates connected to criminal activity.
- B. The ALPR scans license plates and compares them to the data provided by the NCIS/LEADS and MIS data. The ALPR software runs on the MDT and automatically alerts the operator to potentially stolen vehicles or license plates, expired license plates, vehicles on the tow list, SILVER / AMBER Alerts, registered owner warrants, and Terrorist Watch List hits. The ALPR maintains the date, time, and location of each license plate scanned.
- C. Assignment of ALPR equipment within the agency in conjunction with the Motor Vehicle Coordinator, ALPR Coordinator, and each division and is based upon the needs of the department.
- D. The use of ALPR equipment is for official law enforcement purposes only and done in a manner consistent with the manufacturer's recommendations and this general order.

II. DEFINITIONS

- A. ALPR – (Automated License Plate Reader) - equipment consisting of a camera(s), LPR computer, and MDT software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.
- B. Hot List - also known as "hit list." A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement. This may include, but is not limited to, Terrorist Screening Center Watch List, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with AMBER Alerts or various watch lists provided for law enforcement purposes.
- C. Download - transfer of data to and from the ALPR server consisting of license plate associated data.
- D. Alarm - aka "Hit" - a positive indication, by visual and/or audible signal, of a potential match between data on the "hot list" and a license plate scanned by the ALPR system. A hit is NOT conclusive confirmation that a license plate is wanted and additional investigation is always warranted when a hit is indicated.
- E. ALPR Generated Data -- all information, including location, date and time of a license plate encountered and any ALPR generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of, and by, the ALPR equipment.

III. LPR OPERATIONS

- A. All operators shall receive training prior to using the ALPR system.
- B. It is the responsibility of each ALPR user to download the current "hot list" from ALPR server prior to the deployment of the ALPR equipment.
- C. Upon receiving an alarm, the ALPR operator should utilize whatever information is available to determine the accuracy of the "hit." The ALPR operator will visually verify the actual license plate number and the actual



read on the LPR screen are the same, i.e. same characters and numbers. The operator will confirm the "hit" is still active by running the information through NCIC/LEADS via Teletype or MDT. Receipt of an ALPR alarm is NOT sufficient probable cause to warrant an arrest without additional verification.

- D. Upon receipt of an alarm, the ALPR operator will use established procedures in taking enforcement action based on the seriousness of the offense.
- E. Additional information may be entered into the ALPR system at anytime. Broadcast information received following the initial download should be manually entered immediately upon receipt by the ALPR operator. The reason for the entry shall be included in the "note" portion of the entry screen, i.e. stolen vehicle, missing person, abduction, Amber Alert, robbery suspect, etc.
- F. Upon completing the manual entry, the operator should query the ALPR data to determine if the license plate was scanned previously. ALPR operators should ensure that any manually entered plates are promptly removed when the original reason for entry is no longer valid.

IV. DEPLOYMENT

- A. ALPR equipped vehicles may be used in a routine patrol capacity. They should NOT, however be intentionally used in a manner or location that will increase the risk of damage to ALPR equipment, such as, civil disturbance situations.
- B. Operation of ALPR equipped vehicles shall be in accordance with General Order 3.02-4 - Police Vehicles.
- C. Supervisors should make every effort to deploy ALPR equipped vehicles on a regular basis and must give permission for the units to be deployed in a covert application.

V. MAINTENANCE

- A. Under no conditions should an ALPR operator attempt to modify the ALPR equipment or software operating system without permission from the ALPR coordinator.
- B. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, nonabrasive cloth.
- C. Damage to ALPR equipment shall be immediately reported to a supervisor. The supervisor will document and investigate the damage.
- D. The ALPR coordinator will be notified of any ALPR equipment needing maintenance, removal, or repair. This information should be submitted via e-mail or to the Division Coordinators. The ALPR coordinator will coordinate all maintenance and repair with the appropriate ALPR vendor. The vehicle does not need to be removed from service once the damaged or malfunctioning ALPR is secured or removed from the vehicle.

VI. INVESTIGATIONS

- A. Every police officer has access to previous license plate reads via the Executive Information System (EIS). Only the following individuals may view and analyze data collected from the ALPRs:
 - 1. Senior Command Staff
 - 2. Lieutenants who oversee the deployment and/or policy implantation of ALPRs
 - 3. Sergeants who supervise personnel involved in viewing and analyzing the images collected by ALPRS
 - 4. Officers and detectives analyzing the data collected for dissemination to other sworn personnel for law enforcement purposes.
- B. It is recommended that officers and detectives check the EIS system for any previous reads for investigations where full or partial license plates are known. This information can prove to be very valuable in regards to locating a vehicle that is either stolen or utilized in a crime.



- C. The ALPR Coordinator will be the primary point of contact for any ALPR record requests.

VII. DATA COLLECTION AND RETENTION

- A. Any requests for information gathered through the use of ALPR technology will be handled in accordance with General Order 1.10-8, Public Access to Agency Records.
- B. Information gathered through the use of ALPR technology will only be shared with other law enforcement agencies, for law enforcement purposes.
- C. Only data from ALPRs that is necessary for law enforcement purposes will be gathered and stored. All ALPR footage will be retained for a minimum of 30 days. ALPR footage of an evidentiary nature will be retained in accordance with the current City of Dayton Schedule of Records Retention and Disposition Form RC-2.
- D. Data gathered from the use of ALPRs will be protected in accordance with General Order 1.01-7, Management Information System / Kronos Timekeeping / Data Security.

VIII. Fixed Site License Plate Readers

The following process will be followed before the deployment of fixed site LPRs:

- A. A Neighborhood Safety Plan is developed by a group of citizens, neighborhood group, or business group.
- B. The Neighborhood Safety Plan recommends the deployment of fixed site LPRs to combat crime or quality of life issues.
- C. The group of citizens, neighborhood group, or business group requests the Police Department deploy the fixed site LPRs in their neighborhood.
- D. The Crime Analysis Unit will complete an analysis of crime statistics for the area.
- E. If the crime statistics justify the deployment of fixed site LPRs in the neighborhood, the Community Engagement Officers will complete a report of where they recommend deploying LPRs.
- F. The Community Engagement Officers will attend neighborhood meetings in the neighborhoods where the fixed site LPRs will be deployed and present the Neighborhood Safety Plan and the location of the proposed LPRs. The CEOs will address any concerns that are brought up at the meeting.
- G. The Neighborhood Safety Plan and locations of the proposed LPRs will be sent out in the Patrol Operations Divisions newsletters. The contact information for the CEO's will be included and any concerns should be communicated to them.
- H. CEO's will contact the presidents of groups including, but not limited to:
 - College Hill Neighborhood Association
 - Dayton View Historic Association
 - Dayton View Triangle Neighborhood Association
 - Fairview Neighborhood Association
 - Five Oaks Neighborhood Association
 - Greenwich Village Neighborhood Association
 - Hillview Neighborhood Association
 - Jane Reece Neighborhood Association
 - McPherson Town Historic Society
 - Northern Hills Neighborhood Association
 - Northwest Priority Board
 - Riverdale Neighborhood Association
 - Salem Avenue Business Association
 - Sandalwood Park Neighborhood Association
 - Carillon Business Association • Carillon Civic Council
 - Edgemont Neighborhood Coalition
 - Madden Hills Neighborhood Association
 - Pineview Neighborhood Association



- Residence Park Neighborhood Association
 - Southwest Priority Board
 - Westwood Collaborative Network
 - Wright-Dunbar Village Neighborhood Association
 - Wayne Avenue Twin Towers Association
 - Twin Towers Neighborhood Association
 - Old North Dayton Neighborhood Association
 - Greater Old North Dayton Business Association
 - Walnut Hills Neighborhood Association
 - East End Community Services
 - Forest Ridge Neighborhood Association
 - Burkhardt Springfield Neighborhood Association
 - Huffman Historical Neighborhood Association
 - St. Anne's Hill Neighborhood Association
 - Walnut Hills Neighborhood Association
 - Belmont Business Association
 - Gander Road Neighborhood Association
 - Belmont/Hearthstone Neighborhood Association
 - McCook Field Neighborhood Association
 - South Park Neighborhood Association
 - Linden Heights Neighborhood Association
 - Patterson Park Neighborhood Association
 - Dayton Unit NAACP
 - Latino Connection
- I. The City of Dayton Community Engagement Coordinator will communicate the Neighborhood Safety Plan to any appropriate contacts and coordinate meetings with the Police Department to explain the plan or address any concerns, if necessary.
- J. A hearing will be scheduled in front of the City Commission requesting the fixed site LPRs be deployed in the neighborhood. Notice of the hearing will be posted on the City of Dayton's website once the meeting is scheduled.
- K. A representative of the group requesting the fixed site LPRs must be at the meeting, explain the Neighborhood Safety Plan, and make the request for the LPRs.
- L. Once approved, notice that the LPRs will be deployed in the neighborhood will be posted on the City of Dayton's website.
- M. Notice will also be on the City of Dayton's website once the LPRs are operational

IX. Moving Fixed Site License Plate Readers

- A. When fixed site LPRs are moved within the same neighborhood they were approved to be deployed in the Police Department must contact the neighborhood groups in the affected areas and explain why the LPRs were moved.
- B. Notice will be posted on the City of Dayton's website within 72 hours of moving the LPRs
- C. A memo will be drafted to the City Manager's Office and shared with the City Commission explaining the reasons for moving the LPRs and the locations they were moved to.